



STANDARDS OF APPRENTICESHIP
adopted by

**WESTERN WASHINGTON PAINTING, DECORATING AND DRYWALL
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
DRYWALL FINISHER		842.664-010	6000 HOURS
ENVIRONMENTAL CONTROL PAINTER		842.664-010	4000 HOURS
EQUIPMENT PAINTER		749.684-038	6000 HOURS
MARINE PAINTER		840.381-018	4000 HOURS
PAINTER-DECORATOR		840.381-010	6000 HOURS
TRAFFIC CONTROL PAINTER		840.381-010	7000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

NOVEMBER 6, 1939
Initial Approval

JULY 16, 2004
Committee Amended

JANUARY 18, 2002
Standards Amended (review)

JULY 18, 2003
Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for the development of painting, decorating and drywall apprentices have been prepared by the representatives of the Western Washington Signatory Painting Employers, representatives of the Northwest Wall and Ceiling Contractors Association, and representatives of the Brotherhood of Painters, Decorators and Paperhangers of America, District Council No. 5, Headquarters, Seattle, Washington, and registered with the Washington State Apprenticeship and Training Council.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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The area covered by these standards shall be all of Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom counties. The Standards shall also cover that portion of Pacific County north of a line formed by extending the northern border of Wahkiakum County west to the Pacific Ocean. The headquarters for the standards shall be in Seattle, Washington.

For the Traffic Control Painter, the area covered shall be all of the State of Washington, except Clark, Cowlitz, Klickitat, Skamania, and Wahkiakum Counties and that portion of Pacific County north of a straight line made by extending the north boundary line of Wahkiakum County west to the Pacific Ocean.

For Marine Painter, the area covered by these Standards shall be King County.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Eighteen years or Seventeen years with parental or guardian's permission.**

Education: **High School or GED**

Physical: **Must meet the physical needs of the trade.**

Testing: **N/A**

Other: **For Environmental Painter: Has to have successfully completed a state approved environmental course of 30 hours.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the

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apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. **All applicants for apprenticeship shall apply at the office of the coordinator of the Apprenticeship Committee or other location designated by the JATC.**
2. **The applicant will then be added to our "Register of Apprentice Applications". Each application will be numbered and dated.**
3. **The applicant will then be placed on the availability list. As contractors call the apprenticeship, the applicants will be referred in order of the date of application. In addition, the applicant will be advised of qualified and approved training agents and may seek a training opportunity with an approved training agent. When they are hired, they must report back to the Coordinator's office to sign a State Apprenticeship Agreement Card before going to work.**
4. **Graduates of the DOL Job Corps program and or those individuals who have documented proof of pre-apprenticeship training may be utilized as a source for available apprenticeship openings. These candidates may be selected directly into available apprenticeship openings without regard to existing eligibility lists.**
5. **Applicants are responsible for keeping the apprenticeship office advised of current address and phone numbers.**

B. Equal Employment Opportunity Plan:

1. **Participation in any workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
2. **Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers' supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
3. **To encourage the establishment and utilization of programs of pre-apprenticeship, and preparatory trade training, designed to afford related work experience or to prepare candidates for apprenticeship. To assist**

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such programs where possible and assure graduates of such programs full and equal opportunity for admission into the apprenticeship program.

4. **Utilization of journey-level workers to assist in the implementation of the sponsor's affirmative action program.**
5. **Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. **For the Painter-Decorator, the term of apprenticeship shall be 6000 hours of reasonably continuous employment with not less than 1500 hours per year as a minimum.**
- B. **For the Traffic Control Painter, the term of apprenticeship shall be not less than 7000 hours.**
- C. **For the Drywall Finisher and Equipment Painter apprentices, the term of apprenticeship shall be 6000 hours with not less than 1500 per year as a minimum.**
- D. **For Environmental Control Painter, term of apprenticeship shall be 4000 hours with not less than 1500 per year minimum.**
- E. **The term of training for the Marine Painter shall be not less than two (2) calendar years (approximately 4000 hours), consisting of three eight-month periods of reasonably continuous employment during such term, which shall include the probationary period.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship.

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Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
 - Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
- A. All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 1000 hours of employment.**
- B. For Traffic Control Painter, Environmental Control Painter, and Marine Painter, the probation period is not to exceed first 500 hours of employment.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

- A. Any new employer must be approved by the JATC to hire apprentices. Not more than two (2) apprentices may work in any one shop without permission of the JATC.**
- B. For the Painters Decorator and Drywall Finisher the ratio of apprentices to journey-level workers will be: one (1) apprentice for one (1) through three (3) journey-level workers; two (2) apprentices for four (4) through seven (7) journey-level workers; three (3) apprentices for eight (8) through ten (10) journey-level workers; thereafter one (1) apprentice to three (3) journey-level workers. By request of the JATC and only during peak employment periods, the committee may approve a ratio on the apprentice group of not more than 50% of the employer's work force. On request, of the JATC the committee may also approve the use of one (1) apprentice to one (1) journey-level worker**

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when performing work in multi-family residential construction and on Federal installations.

- C. **On the Traffic Control Painter, regarding the ratio of apprentices to journey-level workers, the apprentice group shall at no time exceed more than 40% of the employer's work force.**
- D. **For Environmental Control Painter and Equipment Painter, the ratio shall be no more than one apprentice to one journey-level worker.**
- E. **Employers desiring to employ marine painter must meet the requirements of the Training Committee. The number of trainees in relation to journey-level workers shall be determined by the Training Committee but in no case shall the ratio exceed one (1) marine painter apprentice to three (3) marine painter journey-level workers in each shop.**

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

These wage rates are based on a percentage of the mid-journey-level workers rates. An apprentice must be employed at least 750 hours during each six (6) months period before he/she becomes eligible for advancement.

An apprentice cannot be advanced to the next pay bracket unless all monthly work progress records are turned into the Apprenticeship Coordinator's office. An apprentice will not be advanced to the next pay bracket unless the related training class hours are up to date.

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A. Painter-Decorator: effective March 1, 2000

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months/ minimum of 750 hours	55%
2	7 - 12 months/minimum of 750 hours	65%
3	13 - 18 months/minimum of 750 hours	75%
4	19 - 24 months/minimum of 750 hours	80%
5	25 - 30 months/minimum of 750 hours	85%
6	31 - 36 months/minimum of 750 hours	90%

B. Traffic Control Painter

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2333 hours	60%
2	2334 - 4666 hours	73%
3	4667 - 7000 hours	88%

C. Drywall Finisher and Equipment Painter:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months/ minimum of 750 hours	50%
2	7 - 12 months/minimum of 750 hours	55%
3	13 - 18 months/minimum of 750 hours	65%
4	19 - 24 months/minimum of 750 hours	75%
5	25 - 30 months/minimum of 750 hours	85%
6	31 - 36 months/minimum of 750 hours	90%

D. Environmental Control Painter:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	50%
2	7 - 12 months	60%
3	13 - 18 months	75%
4	19 - 24 months	90%

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E. Marine Painter

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 8 months/ minimum of 800 hours	70%
2	9 - 16 months/minimum of 800 hours	80%
3	19 - 24 months/minimum of 800 hours	90%
In addition, trainees shall be eligible for and receive the same fringe benefits provided for the journey-level workers.		

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

The apprentice shall be taught the use, care and effective handling of all tools commonly used in connection with the respective trade. The apprentice shall be given instruction and experience in all branches of the trade necessary to develop them into a skilled mechanic. The apprentice shall also perform such other duties as are commonly related to painting, decorating or drywall apprenticeship.

A. Drywall Finisher Approximate Hours

A condensed schedule of the major divisions of the trade in which the drywall apprentice shall receive work experience follows

1.	Application and embedment of tape (hand)	400
2.	Application of first fill coat over tape (hand)	400
3.	Application of second coat over tape (hand)	400
4.	Application and embedment of tape (machine)	1000
5.	Application of first fill coat over tape (machine)	400
6.	Application of second coat over tape (machine).....	400
7.	Detail work (hand operation).....	800
	a. Touching up bad joints	
	b. Taping and finishing around pipes and tubs	
	c. Nail spotting - 1st - 3rd coats	
	d. Filling metal corner guard and metal edge trim	
8.	Finishing of angles (machine and hand operation).....	400
9.	Finish sanding and check out.....	600
10.	Final surface applications textured or smooth (machine and trowel applied).....	600
11.	Firestopping.....	200
	a. Caulk	
	b. Spray	
12.	Scaffold and lift operation.....	200
13.	Final clean up	200

TOTAL HOURS: 6000

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B. <u>Environmental Control Painter:</u>	<u>Approximate Hours</u>
1. Emergency repairs	500
2. Application.....	1000
3. Enclosure systems	200
4. Removal	1000
5. Monitoring	200
6. Operation and care of tools and equipment	500
7. Personal protective equipment	200
8. Regulations and safety	200
9. Health	200
TOTAL HOURS:	<u>4000</u>

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C. <u>Equipment Painter:</u>	<u>Approximate Hours</u>
1. Preparation of surfaces.....	500
2. Operation, care of tools, equipment and materials.....	500
3. Application.....	2000
4. Color mixing and detailing.....	800
5. Spray painting systems.....	1000
6. Rubbing and polishing.....	1000
7. Safety and Health.....	200
TOTAL HOURS:	<u>6000</u>

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D. Marine Painter:

Approximate Hours

The Marine Painter apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of a practical and skilled mechanic versed in the theory and practice of the marine painting trade. They shall also perform such other duties in the shop and on the job as are commonly related to the marine painting trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Training Committee will make decisions in order for the trainee to be eligible for a Certificate of Completion.

1.	Preparation of surfaces.....	1250
2.	Pretreatment.....	500
3.	Paint materials	500
4.	Paint application	1250
5.	Paint equipment maintenance	300
6.	Inspection.....	200

TOTAL HOURS: 4000

Instruction on job safety and health practices shall be included in all job instruction.

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E. <u>Painter-Decorator:</u>	<u>Approximate Hours</u>
1. Architectural Preparation.....	800
2. Architectural Application	1000
3. Industrial Prep	400
4. Industrial Application	700
5. Rigging/Scaffold	300
6. Spray Application	1200
7. Woodfinishing	500
8. Wallcovering preparation and application.....	400
9. Drywall repair & substrate restoration	200
10. Special decorative.....	300
11. Operation and Care of tools and equipment	200
TOTAL HOURS:	<u>6000</u>

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☒ (X) State Community/Technical college
- ☐ () Private Technical/Vocational college
- ☒ (X) Training trust
- ☐ () Other (specify):

144+ Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. The Apprenticeship Committee recommends that the course for painting and decorating and drywall apprentices be limited to those who are actually apprentices in the painting, decorating and drywall trade, in accordance with these Standards.**
- B. The Painter Decorator shall, if the schedule permits, receive related/supplemental instruction in spray guns and swing stage within the first year.**
- C. Registered apprentices who have difficulty with English must take the SLEP test. Those who score less than a 50 on the SLEP test must be enrolled in and regularly attending an ESL class. This requirement is in addition to regular RSI classes and does not affect selection in any way.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. Apprentices employed under these standards are required to apply themselves with diligence to the various assigned tasks. They are to protect the property and interest of their employer and their coworkers. They are to conduct themselves at all times in a creditable manner, realizing that**

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time, money, and effort are expended in affording them opportunity to become a skilled craftsman.

2. Satisfactory progress must be maintained in related training classes. An apprentice will be called before the Apprenticeship Committee and may be disciplined, suspended, or canceled for the following:
 - a. Not maintaining a passing grade.
 - b. Missing more than 3 nights of class per quarter.
 - c. Being more than three months tardy in turning in work progress records.
 - d. Not working in the trade for more than six months.
3. Behavior problems while at school will be dealt with in a three-step process. First a documented verbal warning, then a written warning, and finally a mandatory appearance before the JATC. An apprentice may be disciplined, suspended, or canceled for refusing to correct behavior problems in class. Apprentices who assault or threaten instructors or staff will be suspended from school until they appear before the JATC. The JATC may discipline, suspend, or cancel an apprentice for threatening an instructor or staff person. The JATC will cancel an apprentice for assault on an instructor or staff person.
4. The W. WA Painters and Allied trades JATC has a zero tolerance drug policy. If an apprentice is found to be using, distributing, or possessing controlled substances or alcohol on campus, they may be canceled from the apprenticeship.
5. An apprentice, canceled for non-compliance to policies of the JAC, may be restricted from being reinstated in the apprenticeship program for up to 16 months.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

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- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.
- Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
1st quarter: January through March, by April 10

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2nd quarter: April through June, by July 10
3rd quarter: July through September, by October 10
4th quarter: October through December, by January 10

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

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4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

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E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **A quorum must be present to carry on the regular business of the committee. A quorum shall consist of one (1) member representing management and one (1) member representing labor. The unit vote system shall prevail.**

Program type administered by the committee: **GROUP JOINT**

The Apprenticeship Committee shall be composed of eight members; three (3) members representing the Western Washington Signatory Painting Employers, one (1) member representing the Northwest Wall and Ceiling Contractors Association, and four (4) members representing the Painters District Council No. 5. The selection of these individual members will be made by the groups they represent.

The employer representatives shall be:

**Michael Cassidy, Chairman
Long Painting CO.
PO Box C-81435
Seattle, WA 98108-4498**

**Joe Gudmundson
Gudmundson Co., Inc.
102 Lake Ave. South
Renton, WA 98055**

**Tim Jergens
L.C. Jergens Painting Co., Inc.
417 - 18 Avenue South
Seattle, WA 98144**

**Mike Newman
Firstline Systems
13621 NE 126 Pl. #450
Kirkland, WA 98034**

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The employee representatives shall be:

Mike Ball, Secretary
2800 First Avenue, #324
Seattle, WA 98121

Ron Krebs
Painters Local #64
231 Burnett Avenue N.
Renton, WA 98055

Sue Klinker
Painters District Council #5
2800 First Avenue, Room 324
Seattle, WA 98121

Lonnie Moore
Painters District Council #5
2800 First Avenue, Room 324
Seattle, WA 98121

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Spencer Schwegler, Training Director
6770 E. Marginal Way S.
Seattle, WA 98108

Don Olson, Coordinator
6770 E. Marginal Way S.
Seattle, WA 98108